

Correctional Health Services

To: Melissa Kaye
Attending Physician, Forensic Psychiatric Evaluation Court Clinic

From: Elizabeth Ford
Chief of Service, Psychiatry-Mental Health

Date: May 29, 2019

Re: Audio recording of 730 Competency Evaluations

This memorandum serves as a notice that you inappropriately recorded a 730 Competency Evaluation without authorization. Your unauthorized recording of private health information is in violation of CHS custom and practice.

As a provider of mental health, substance use and general medical services, CHS is protected by restrictive patient confidentiality laws. Violation of these confidentiality laws may lead to civil and criminal penalties, as well as progressive disciplinary actions through CHS. You are hereby reminded that protecting the confidentiality of our patients is a term and condition of employment and should be treated seriously by all staff in the execution of their duties.

Going forward, you are expected to adhere to the CHS Confidentiality Statement, attached, follow all confidentiality protocols, and apply sound judgement in the execution of your duties. You are to expressly avoid the unauthorized recording of any confidential patient health information. Failure to comply may result in administrative action up to and including termination of employment.

Signed under protest
Received by: M Kaye Date: 7/1/19

Service by: E Ford Date: 7/1/19

Witnessed by: Clarence B. Muir Date: 7/1/19

From: Kaye, Melissa [/O=CORPNYCHHC/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=MELISSA.KAYE.BELLEVUE.NYCHHC.ORG]
Sent: 6/21/2019 4:56:55 PM
To: Ford, Elizabeth [eford@nychhc.org]
CC: Santa Maria, Nate (Doctors Council) [nsantamaria@doctorscouncil.org]
Subject: Re: Follow-up

?Okay, confirmed see you in the Bronx then. Thank you

Melissa Kaye, M.D.
Medical Director
Bronx Court Clinic
phone: 718-410-2345
Fax: 718-410-2344

From: Ford, Elizabeth
Sent: Friday, June 21, 2019 4:50 PM
To: Kaye, Melissa
Cc: Santa Maria, Nate (Doctors Council)
Subject: Re: Follow-up
Thank you. How about 7/1 at 1:00?

Sent from my iPhone
347-461-5830

On Jun 21, 2019, at 3:30 PM, Kaye, Melissa <Melissa.Kaye@nychhc.org> wrote:

?Hi Elizabeth,
We can meet 6/27 or 7/1 early afternoon onward. Please let us know if either of those dates work for you and what time.
Thanks,
Melissa

Melissa Kaye, M.D.
Medical Director
Bronx Court Clinic
phone: 718-410-2345
Fax: 718-410-2344

From: Ford, Elizabeth
Sent: Thursday, June 20, 2019 11:25 AM
To: Kaye, Melissa
Subject: RE: Follow-up

Hi Melissa,

That's the one day until August that I am actually out of the office - long planned day off for my daughter's birthday.

In terms of coming to the Bronx, how about 6/24 or 6/27 middle of the day into mid-afternoon?
Or 7/1 any time after noon or 7/2 before 1:00?

I'm assuming morning times not great because of exams, but can be up there in the morning on
6/27, 7/2 and 7/5.

Hope one of those works,

Thanks,

-e

From: Kaye, Melissa <Melissa.Kaye@nycdhc.org>

Sent: Thursday, June 20, 2019 10:04 AM

To: Ford, Elizabeth <eford@nycdhc.org>

Subject: Re: Follow-up

?Hi Elizabeth,

Is it possible for you to meet in the Bronx on Friday 6/28 around 12 noon? If not, can you please give us some dates/times that work for you?

Thank you

Melissa Kaye, M.D.

Medical Director

Bronx Court Clinic

phone: 718-410-2345

Fax: 718-410-2344

From: Ford, Elizabeth

Sent: Tuesday, June 18, 2019 5:06 PM

To: Kaye, Melissa

Subject: Follow-up

Dear Melissa,

I'm writing as an apology for not realizing at the time of our call this afternoon that you had recently experienced a death in your family. I am deeply sorry to hear the news and also for not being more aware during our phone conversation.

I'll wait to hear back from you about potential times to meet.

Thank you,

-e

Elizabeth Ford, M.D.

Chief of Service, Psychiatry

Correctional Health Services

New York City Health + Hospitals

O: 347-774-7145

Cell: 347-461-5830

eford@nycdhc.org